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Tab A

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## COMPONENT ANNUAL REPORTS, FY 1974

### SECTION A. GENERAL

1. This section of the Component Annual Report is to provide an introduction to and a context for the discussion of accomplishments and problems with respect to specific objectives in Section B. This introduction should include discussion of the external operating situation or environment of the Components to the extent that it helped or hindered. Specific events or developments which occurred during the reporting period and which affected the general accomplishment of the Component's objectives should be identified.
2. This section also may include an overview of the operating and management strategies used by the Component in pursuance of its mission. It may be necessary, for example, for a Component to explain its general approach to its missions and objectives in order to make discussion of specific objectives meaningful.
3. The section also may be used to identify and discuss such internal factors as a reorganization or realignment within the Directorate which substantially affected the reporting Component.
4. Changes in objectives--for example, issuance of a new objective halfway through the operating year--should be identified and discussed.

### SECTION B. PERFORMANCE AGAINST FY 1974 OBJECTIVES

5. This section should successively discuss each objective of the Component, describing actual results achieved with respect to each. Results--accomplishments and problems--should be identified and described specifically, substantively, and factually.
6. Particularly significant products should be summarized, referenced, or submitted as attachments to the Component Annual Report.

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7. Where a relationship exists, each Component objective should be identified as responsive to appropriate DCI or Deputy Director objectives, or to KIQs.
8. For each objective the Component should evaluate its results and state to what degree it is satisfied or dissatisfied with its accomplishments.
9. Statistical and/or quantitative displays should be used, if appropriate and useful, but not at the expense of or in lieu of explanatory narrative.

**SECTION C. OTHER FY 1974 ACTIVITIES**

10. This section should be used to identify and describe significant activities conducted within or by the Component which are not subsumed under one of the listed DCI, DD or Component objectives. For example, a Component may have one or several major activities which are routine in nature and constitute infrastructure for the visible outputs of the Component, but are not easily identifiable with any single output.

**SECTION D. RECOMMENDATIONS**

11. In this section the Component should make any recommendations which are a reasonable outgrowth of its self-evaluation. The Component may wish to recommend modification or deletion of certain objectives or the addition of new objectives. It may wish to propose new ideas for equipment, new or different training or personnel requirements, and the like. The common thread for such discussions, recommendations and analyses should be the problems encountered and experiences gained in attempting to meet the Component's specified objectives.

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